Provincial Job Description

TITLE:
(512) Clinical Genetics Technologist II

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory duties associated with clinical genetics testing including molecular and chromosome studies. Coordinates/leads technical staff and work processes of the Clinical Genetics laboratory.

QUALIFICATIONS:

- **Baccalaureate of Science degree**
- **Clinical Genetics Technology Advanced diploma**
  - **Licensed and registered by the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) in Clinical Genetics***

KNOWLEDGE, SKILLS & ABILITIES:

- **Intermediate computer skills**
- **Analytical skills**
- **Ability to work independently**
- **Communication skills**
- **Interpersonal skills**
- **Organizational skills**
- **Leadership skills**

EXPERIENCE:

- **<u>Previous</u>: Twenty-four (24) months previous experience as a Clinical Genetics Technologist I to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. <u>Testing of Specimens - Cytogenetic and Molecular Genetic Analysis</u>

- **Organizes and prioritizes specimens/tests based on urgency of request.**
- **Assesses integrity and stability of specimens based on timing protocols.**
- **Performs cytogenetic and molecular genetics laboratory testing using appropriate methodology.**
- **Correlates results and evaluates the validity of those results.**
- **Responds to critical values, unexpected results and urgent requests according to protocols and policies.**
- **Performs specialized testing.**
- **Troubleshoots any technical problems.**

B. <u>Quality Assurance / Quality Control</u>

- **Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- **Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.**
- **Reviews and monitors Quality Assurance program.**

C. <u>Administration / Coordination</u>

- **Coordinates/directs technical staff and work processes of the Clinical Genetics laboratory.**
- **Schedules staff and checks payroll records.**
- **Provides functional advice/technical expertise and problem solving.**
- **Prioritizes workload and schedules workflow.**
- **Provides input into, develops and reviews policies and procedures.**
- **Researches, evaluates and purchases equipment.**
- **Acts as a liaison with other departments.**
- **Provides input into budget preparation and strategic planning.**
- **Manages the documentation of workload measurement statistics.**
- **Researches and reviews new versus existing methodology.**
- **Provides general instruction/training to students and staff.**

D. Clerical

- **Second check cases before sign-out.**
- **Reviews old cases prior to follow-up appointments.**
- **Performs computer work (documentation, data entry, back-up).**
- **Provides reception/clerical duties.**
- **Prepares, communicates and files test results/reports.**
- **Prepares statistical reports.**
- **Maintains inventory and orders supplies.**
- **Investigates incident reports.**

E. Related Key Work Activities

- **Provides input into capital equipment purchases.**
- **Ensures specimen quality is maintained for referral purposes, packages and ships specimens to referral laboratories.**
- **Cleans, maintains, troubleshoots and calibrates equipment according to established standards.**
- **Disposes of biohazard waste, as per department procedures and policies.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: October 21, 2025
****Updated November 23, 2026***